



**Department: Human Resources**  
**Section: Employee Development and Evaluation**

Job descriptions will be developed for all administrative, operational, instructional, confidential/managerial positions within the Annapolis Valley Regional School Board.

**Specifically**

- 1.0 Job descriptions will be developed for all positions within the Annapolis Valley Regional School Board.
  - 1.1 The immediate supervisor will be responsible for ensuring that job descriptions are written for jobs using the Job Description template, which will include a job summary and a list of responsibilities and duties for each position.
  - 1.2 The immediate supervisor will develop the job description in consultation with the incumbent employee(s) (if applicable).
  - 1.3 A template for Job Descriptions will be developed and maintained by the Director of Human Resources or designate (Appendix A).
- 2.0 The job description template will be developed using the following components:
  - 2.1 Identification:
    - 2.1.1 Title in accordance with the National Occupation Classification System (NOC)
    - 2.1.2 Number of employees in this position
    - 2.1.3 NOC Job Number/Code
    - 2.1.4 Position Number
    - 2.1.5 Job Status (unionizable or exempt)
    - 2.1.6 Job Location
    - 2.1.7 Compensation Level
    - 2.1.8 Employee Group
    - 2.1.9 Position Reports To
  - 2.2 Job Summary – the purpose of the position.
  - 2.3 Responsibilities/Duties
    - 2.3.1 Identify the core responsibilities of the position
    - 2.3.2 Include what action is being performed, how the action will be performed and the reason the action is performed
    - 2.3.3 Include “Other duties as assigned”
    - 2.3.4 Include the scope of responsibilities (for example, employees supervised, financial autonomy)
  - 2.4 Signatures
  - 2.5 Date of Approval

- 3.0 Completed job descriptions will be submitted to the Director of Human Resources or designate for approval.
- 4.0 A master file of approved job description will be maintained by the Director of Human Resources or designate.
- 5.0 A copy of the approved job description will be provided to each employee and the immediate supervisor.
- 6.0 The approved job description will be used to develop the advertisement or posting in the recruitment and selection process.
- 7.0 An exit interview may be conducted and used to revise the job description.
- 8.0 The approved job description will form the basis of performance appraisal and will be reviewed at the commencement of the process.
- 9.0 Requests for revisions to job descriptions will be forwarded to the Director of Human Resources or designate for action and approval.
- 10.0 A job description should be the basis of the job analysis process. In the event of a major revision, a revised job fact sheet will be submitted for consideration.

### **Monitoring**

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** July 11/03  
**Ref:** BP 304.2, AP 304.2 Appendix A  
**Monitoring Date:** Annually  
**Revised:** October 9/13